Kingston Swap Shop Operations Plan

Purpose:

It is the intent of the Operations Plan to set forth rules and guidelines to ensure that the Swap Shop operates in cooperation with the operation of the Transfer Station and in accordance with the Town of Kingston Recycling and Disposal Center Regulations, while ensuring an orderly, neat and effective method for the reuse of good, sound items.

1. Hours of Operation
   a. The Swap Shop hours will be the same as the Recycling and Disposal Center hours.

2. Personnel/Volunteers
   a. The Superintendent of Streets, Trees and Parks maintains the authority for the operation of all activities at the Recycling and Disposal Center including the Swap Shop.
   b. The Recycling Committee shall be responsible for the scheduling of volunteers and assuring that the Swap Shop is operated in accordance with the conditions of the Operations Plan.
   c. Swap Shop volunteers shall make reasonable effort to ensure that all Swap Shop users have fair and reasonable access to all items in the Swap Shop.

3. Access
   a. Access to the Swap Shop shall be for Kingston residents only.
   b. All visitors to the Swap Shop will park in the marked parking spaces by the recycling bins and are limited to a maximum of 10 minutes.

4. Placement and Removal of Items
   a. Residents are responsible for placing and removing items in the Swap Shop in an orderly manner and observing all posted rules.
   b. All items in the Swap Shop will be recycled after 2 weeks.
   c. No items may be stored outside the Swap Shop.
   d. Acceptance of items shall be based on available space.

5. Acceptable and Prohibited Items
   a. Acceptable and Prohibited Items are determined by safety and size. Any items considered hazardous, unsanitary, unsafe, or inoperable for their intended use are not acceptable. Prohibited items should be recycled in the appropriate recycle containers. Please see the attached lists of examples of Acceptable and Prohibited items.
PROHIBITED ITEMS
(NO SHARP ITEMS)
AIR CONDITIONERS
BATTERIES
BED SPRINGS/FRAMES
CATALOGS
CHRISTMAS TREES
COMPUTERS
CONSTRUCTION MATERIALS
CLOTHING
CUSHIONS
DEHUMIDIFIERS/HUMIDIFIERS
ENCYCLOPEDIAS
FURNITURE (UPHOLSTERED)
GAS-POWERED EQUIPMENT (MOWERS, BLOWERS, ETC)
GRILLS (COOKING)
LARGE APPLIANCES
MATTRESSES
MEDICINE (PRESCRIPTION OR OTC)
MICROWAVES
MONITORS
PAINTS, VARNISHES, STAINS, THINNERS
PILLOWS
REFRIGERATORS
RUGS
STUFFED ANIMALS
TELEVISIONS
TIRES
TRASH COMPACTORS
ACCEPTABLE ITEMS

BICYCLES
BOOKS
BRIC-A-BRAC
CDs, VIDEOS
CHILDREN’S TOYS
DISHES
ELECTRICAL APPLIANCES
    (SMALL, MUST WORK)
FISHING EQUIPMENT
GAMES
GLASSWARE
KITCHENWARE
KNICK KNACKS
LAMPS
MAGAZINES
MEDICAL APPLIANCES, EQUIPMENT
PICTURE FRAMES
POTS, PANS
PUZZLES
SKATES
SPORTING GOODS
TOOLS
TOYS
VIDEO GAMES
WOOD FURNITURE (SMALL)